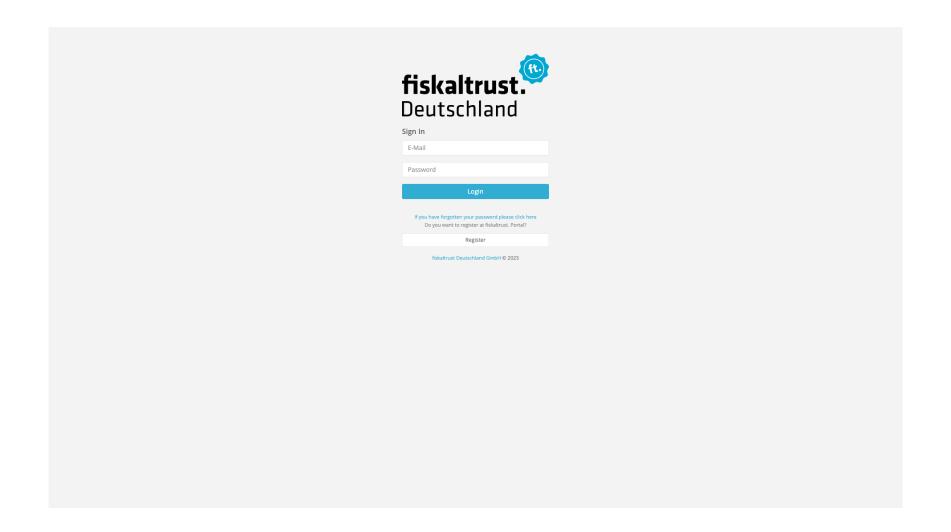


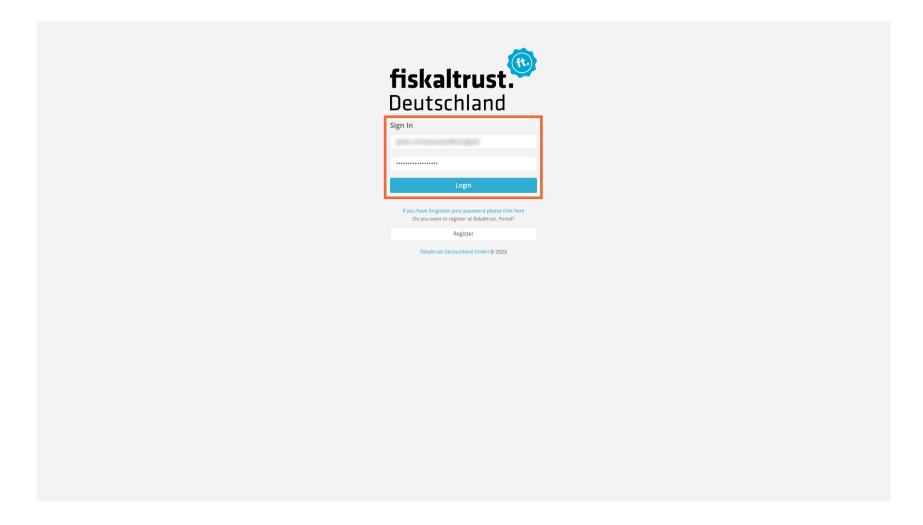
Welcome to the fiskaltrust portal. Here we will show you how to create a CSV or XML report and how to download it. Disclaimer: fiskaltrust is NOT a DISH product, and therefore we can not assume any responsibility for process changes, or malfunctions.





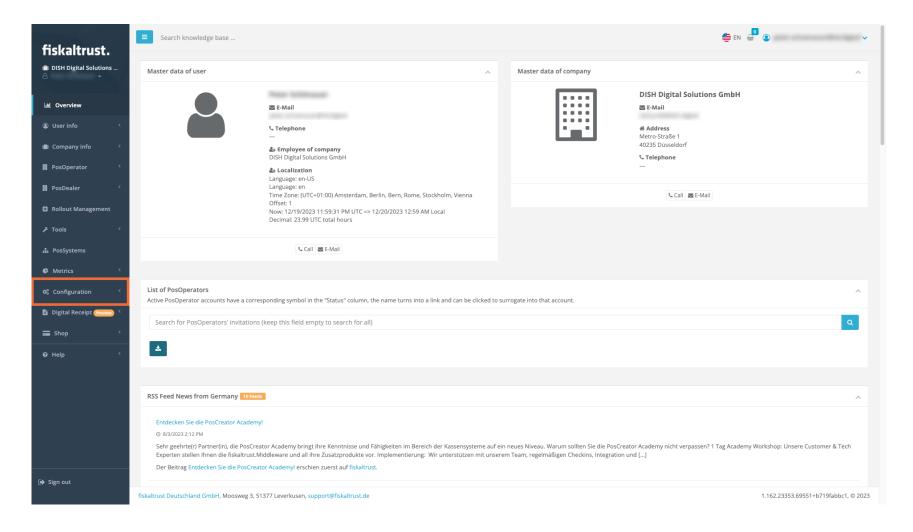


To log in, enter your login details and click on Login.



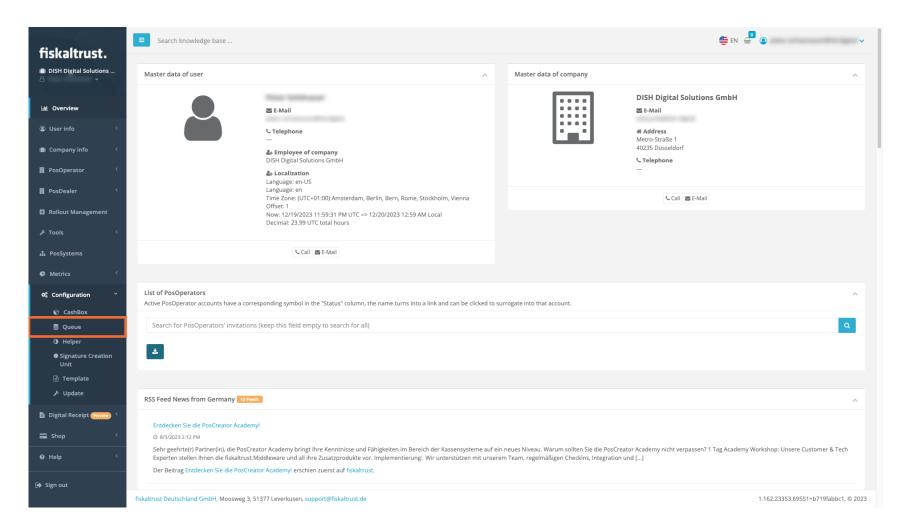


Click on Configuration



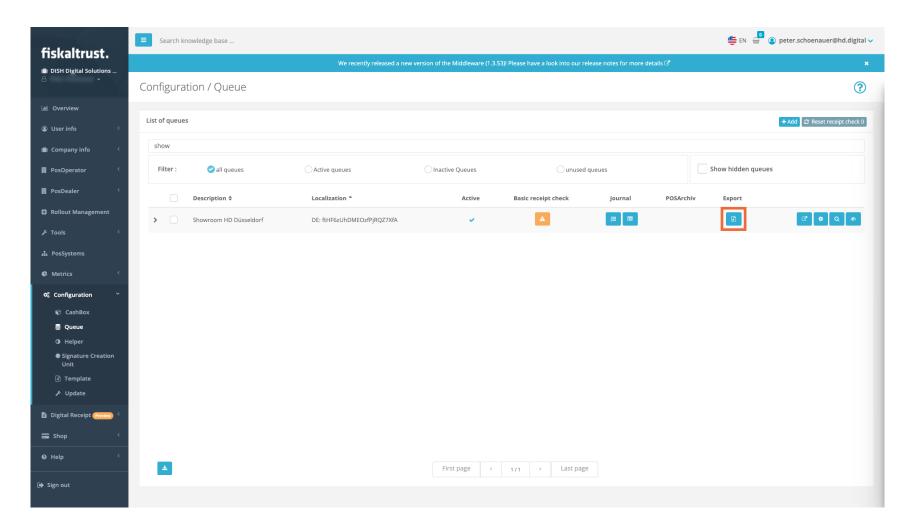


Click on Queue.



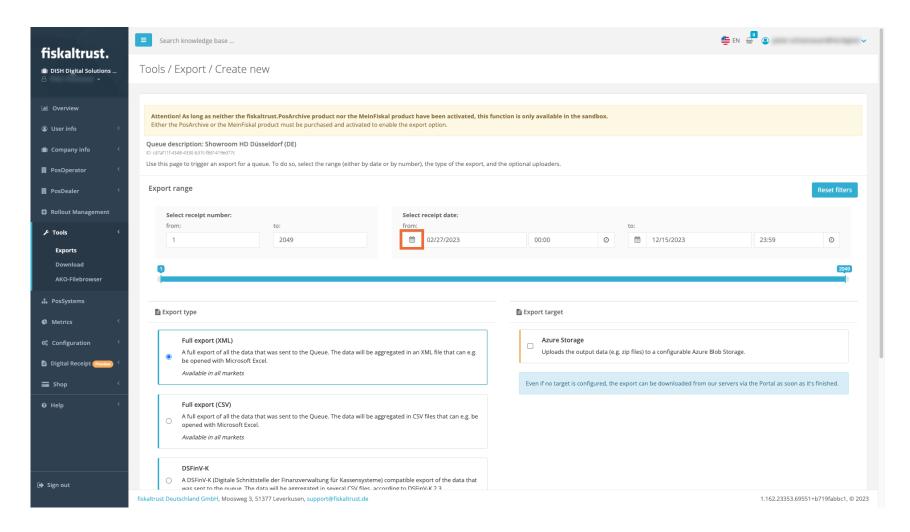


Click on the export button of the location for which you want to create the report.



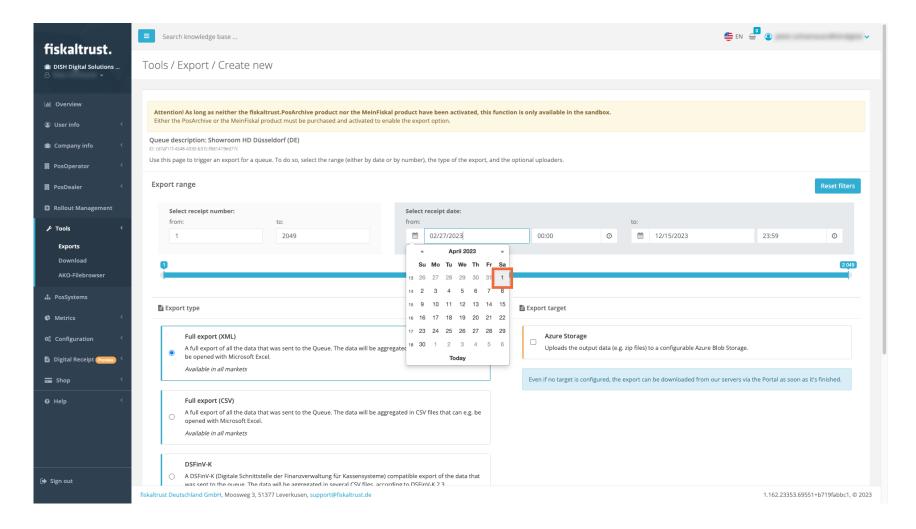


The page Tools / Export / Create new opens. Scroll down (if necessary) and select the calendar first.



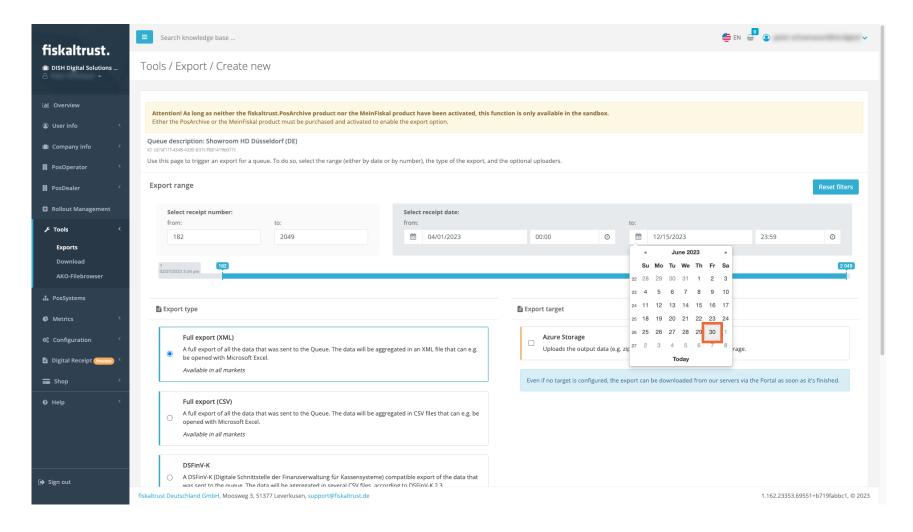


Select the start date by clicking on the first day on which the report should begin.



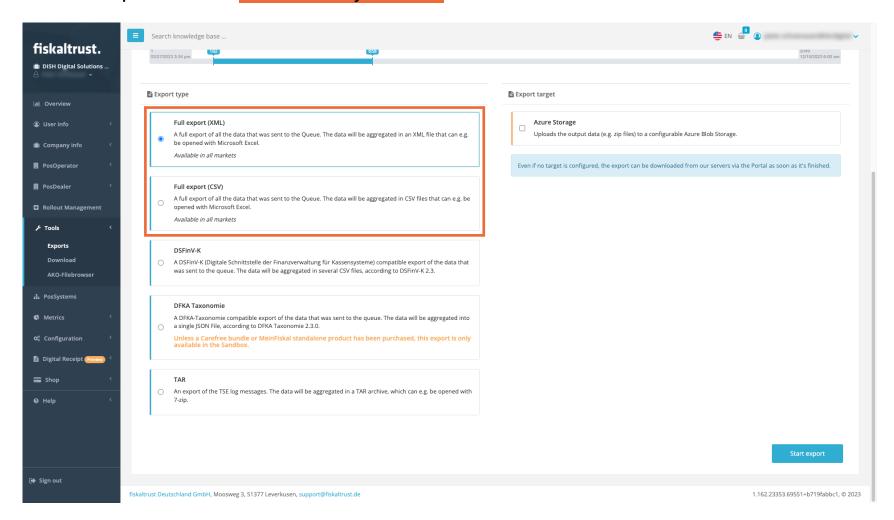


Select the end date by clicking on the last day that this report should contain.



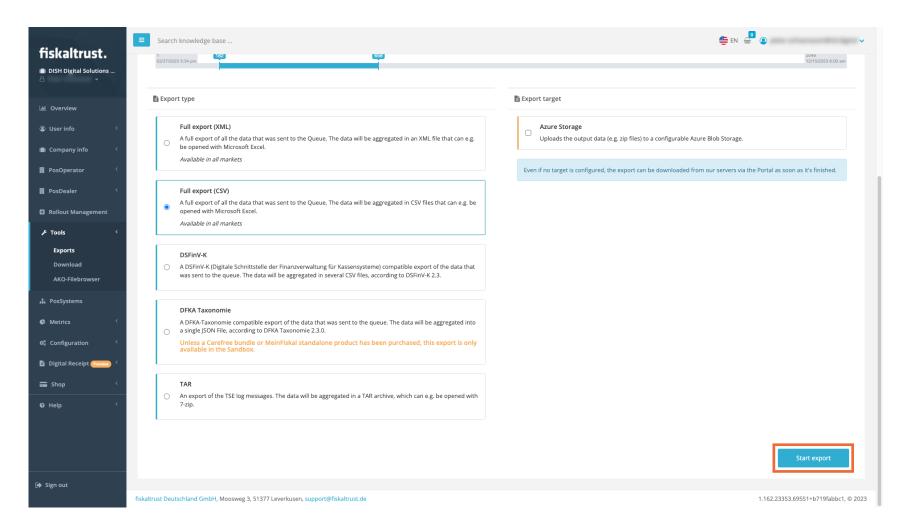


Scroll down and select either the Full export (XML), or the Full export (CSV) field, depending on your accountants' preference. Note: Usually it's CSV.



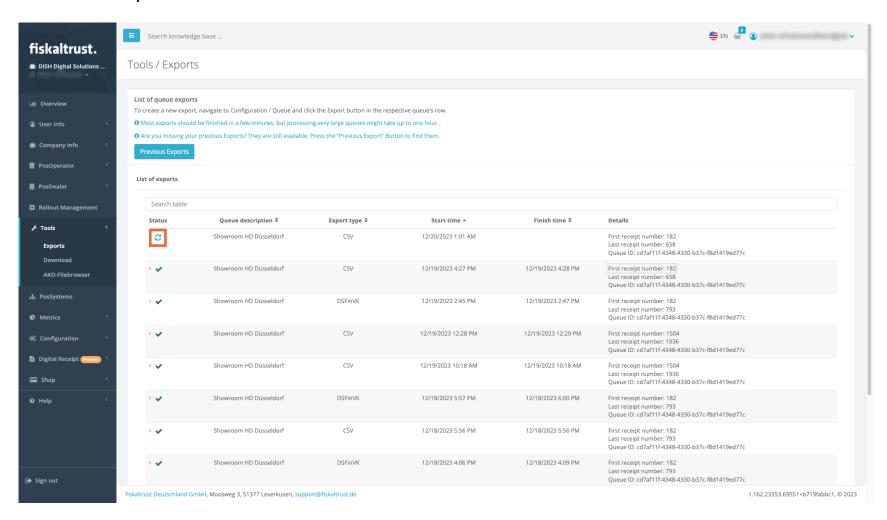


Click on Start export.



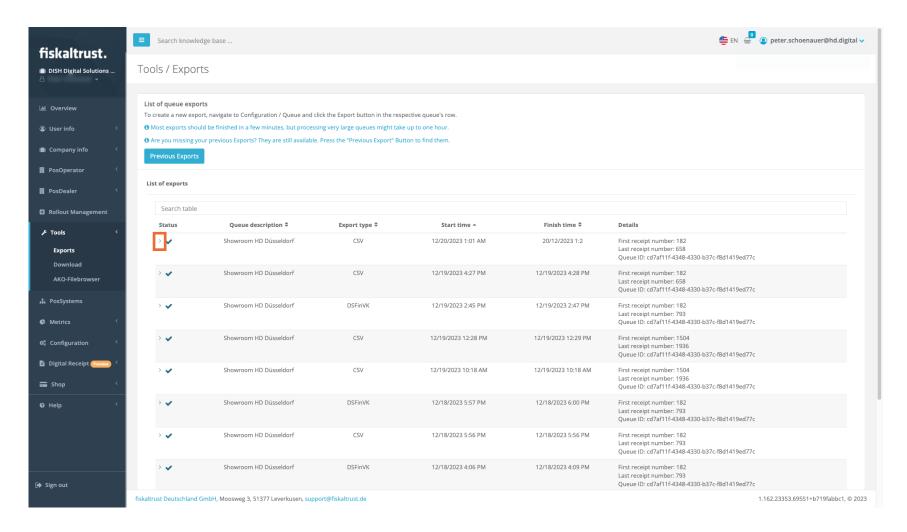


Your export page will open, and the latest file will be at the top. Please do not interrupt the process and wait until the report is finished.



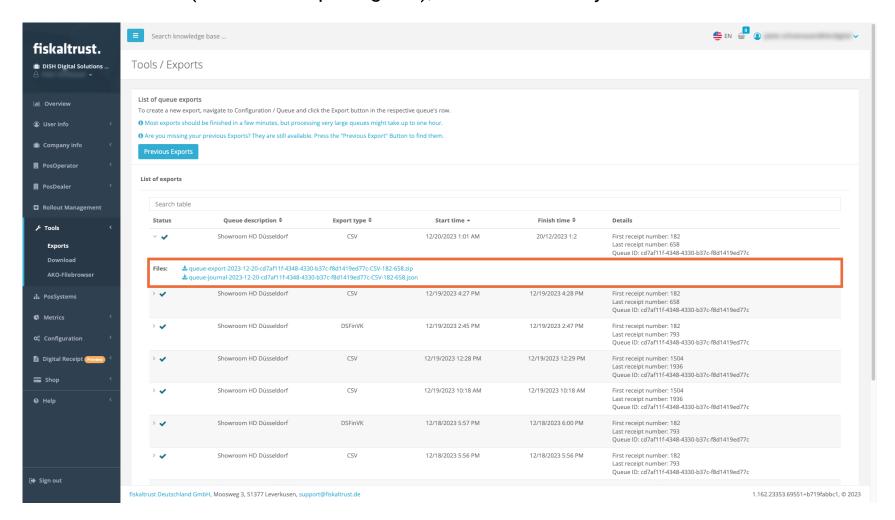


When the status symbol is set to completed, click on the small arrow to open the options.



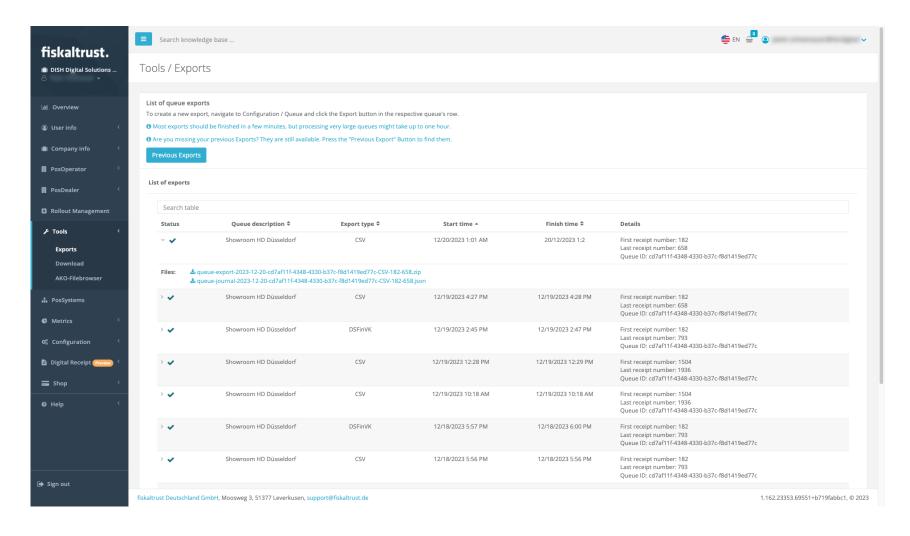


Now click on the file you wish to download (typically the zip file) and it will start the download process. After a few seconds (connection speed given), the file will be in your downloads folder.





And that was it. Now you know how to create a report, for your accountant.







Scan to go to the interactive player